

TOWN OF HOPEDALE
ALCOHOL LICENSE CHECKLIST

Please Note: Per Licensing Authority, applications that are late or incomplete by not including the requested documentation will be subject to an additional processing fee of \$100

- ☐ **Renewal Application deadline is Monday, November 18, 2019 at 4 PM**
- ☐ Alcohol License Renewal Fee \$1,100.00 (Must be included with application)

COMPLETED AND SIGN THE LICENSE RENEWAL FORMS (must be completed by current manager of license)

- ☐ ABCC LICENSE RENEWAL APPLICATION (must be signed and completed by **Current** Manager)
- ☐ IF ANY INFORMATION HAS CHANGED SINCE LAST RENEWAL, PLEASE COMPLETE THE BLANK ABCC FORM. The **Current** Manager must sign the form. If the manager has changed since the last renewal, you notify the Board of Selectmen office 508-634-2203 X210
- ☐ MASS DOR (REAP FORM) Per M.G.L. Chapter 62, §49A
- ☐ COMPLETE 24- HOUR EMERGENCY CONTACT FORM
- ☐ WORKER'S COMPENSATION INSURANCE AFFIDAVIT

OBTAIN AND SUBMIT the following list of items

- ☐ **WORKER'S COMPENSATION CERTIFICATE-** (must obtain and provide current certificate Insurance carrier can **fax** current certificate (508) **634-2200 Attn: Lindsay Mercier**)

Please check the box below for the business type for the license renewal

- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietor
- ☐ Individual
- ☐ Other
- ☐ **BUSINESS CERTIFICATE** obtain current business certificate or submit a copy of **current** certificate
Please contact the Town Clerk's office at (508)634-2203 X 215 to obtain
Please Note: Business Name listed on Business Certificate must match license application. All corporate officers must be listed and appear before Town Clerk and sign application. If Business names do not match - New or Renewal License Applications will not be granted.

Date business certificate expires: _____

ON PREMISES §12 LICENCE HOLDERS ONLY- Must provide the following additional information/forms:

- ☐ Effective August 26, 2010, no license under M.G.L. c. 138, §12 shall be issued or renewed until the applicant or licensee provides proof of **mandatory insurance coverage by filing a certificate of insurance in a form acceptable to the local licensing authority ("LLA")**. As a result, applicants for §12 licenses must provide proof of insurance coverage under a liquor legal liability insurance policy for bodily injury or death for a minimum amount of \$500,000 as a condition to receive a license.

- ☐ Copies of current Crowd Manager Certifications for each trained Crowd Manager per M.G.L. Chapter 304 of the Acts of 2004. For updates and current information on the crowd manager law please refer to the following website; <http://www.mass.gov/eopss/agencies/dfs/crowd-manager-regulations-and-training-prog-.html>
- ☐ All on-premise licenses must have a current Fire/Safety Certificate per M.G.L. Chapter 304 of the Acts of 2004. The certificate dated by no later than November 30 each year
- ☐ If your business serves food, you must include a current Board of Health food permit. Please contact the Board of Health office at (508)-634-2203 X 222 if you need a copy

ALL LICENSE RENEWAL APPLICANTS PLEASE READ, SIGN AND DATE

- ☐ Applications received after posted date and time will be subject to a \$100 fee
- ☐ Incomplete applications will be subject to a \$100 fee
- ☐ Missing documentation will be subject to a \$100 fee

ALL LICENSE RENEWAL LICENSE HOLDERS: PLEASE READ, SIGN AND DATE STATEMENT OF PREMISE

- ☐ If you are ***not*** making changes to your current ABCC License(s) including the following; Business Name, Manager, Days/Hours of Operation, Types of Alcohol, Storage areas or premises changes, please check the box and sign and date below (this must be signed by a current manager listed on license)

I am requesting to renew my Liquor License(s) set to expire this calendar year on December 31. I have not made any of the above changes and promise to report any changes immediately to the Licensing Board.

Print Name of License Holder

Signature and Date of License Holder

IF YOU MADE CHANGES TO THE TERMS OF YOUR EXISTING ABCC LICENSE, PLEASE CONTACT;

Lindsay Mercier, Board of Selectmen's Office
(508) 634 -2203 X 210
Imercier@hopedale-ma.gov

ANY CHANGE MADE TO YOUR EXISTING ABCC LICENSE REQUIRES PRIOR APPROVAL BY BOTH THE BOARD OF SELECTMEN AND ABCC

LICENSES WILL NOT BE ISSUED IF YOU OWE ANY MONEY TO THE TOWN OF HOPEDALE OR THE COMMONWEALTH OF MASSACHUSETTS

BE SURE TO INCLUDE THIS CHECKLIST WITH YOUR APPLICATION AND FORMS